

Wilcannia Central School

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**Procedures for Prelim and HSC Courses**

1. Students will be issued with an **Assessment Schedule** at the beginning of the school year which outlines the timing of assessment tasks throughout the year.
2. An **Assessment Notification form** will be sent home each time you have an assessment task approaching at least two weeks prior to the due date. A copy of the assessment task will also be sent.
3. Upon successful completion of an assessment task, you will receive an **Evidence of Task Submission form**
4. If you fail to complete an assessment task, the day it’s due, course teachers should complete and send home a **Failure to Submit form**. They should also **phone** the parents or guardians at this point and keep a record this conversation. The student has 1 week to turn in the task to receive a mark, each day it’s late loosing 20% of the total mark.
5. If you fail to complete an assessment task, one week after the due date, course teachers should complete and send home an **Official Warning – Non-completion of a High School Certificate Course form**. They should also **phone** the parents or guardians at this point and keep a record this conversation. **The assessment task at this point is worth 0 marks however the student has 2 weeks to turn it in to redeem themselves and prove they are making an effort to meet course requirements.** If the student turns the assessment in within the two week period they cannot be penalised a percentage of the minimum 50% to meet course requirements however a 0 will be recorded for the task.

\*\*\*Repeat Steps 2-5 for each Assessment Task. **Once a student has received 2 official warnings an N Determination can be issued by the principal.** If this is a compulsory course to receive the HSC the student will no longer be eligible. The student has the right to appeal this.

1. If your attendance in a particular course becomes an issue, there is no acceptable explanation for these absences and it is affecting the your ability to do any or all of the following;

* **follow** the course developed or endorsed by the Board; and
* **apply** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
* **achieve** some or all of the course outcomes;

Or your behaviour or aptitude in class becomes an issue and it is affecting your ability to do any or all of the following;

* **follow** the course developed or endorsed by the Board; and
* **apply** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
* **achieve** some or all of the course outcomes;

The course teacher should complete and send home an **Official Warning – Non-completion of a High School Certificate Course form.** They should also **phone** the parents or guardians at this point and keep a record this conversation.

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_